



FEMA

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT AND THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT

SW. 7. SF. 4

Mapping Activity Statement No. ~~7~~ (SWFWMD) and No. ~~4~~ (SEWMD) – Development of Updated Flood Hazard Risk Information and Digital Flood Insurance Rate Map Production

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated September 14, 2001, between the Southwest Florida Water Management District (SWFWMD) and the Federal Emergency Management Agency (FEMA), and the CTP Partnership Agreement dated November 12, 2003, between the South Florida Water Management District (SFWM) and FEMA, Mapping Activity Statement (MAS) No. 7 for SWFWMD and No. 4 for SFWM is as follows:

SECTION 1—OBJECTIVE AND SCOPE

The objective of the project documented in this MAS is to develop a Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for unincorporated Polk County and all incorporated communities such as the Cities of Bartow, Mulberry, Lakeland, Auburndale, Haines City, Village of Highland Park, Fort Meade, Davenport, Frostproof, Lake Wales, Lake Alfred, Winter Haven, Eagle Lake, and the Towns of Lake Hamilton, Dundee, Hillcrest Heights, Polk City, Florida. The DFIRM and FIS report will be produced in the FEMA countywide Format referenced to the North American Vertical Datum of 1988 (NAVD 88).

Existing Geographic Information System (GIS) data and study needs for the community will be researched, obtained, organized and provided in accordance with Activity 1. In addition the Mapping Partners involved in this project will develop new or updated flood hazard risk information, as summarized in the table below in accordance with the following characterizations.

A. REVISED FLOOD HAZARD RISK INFORMATION

(1) Detailed methods

- Detailed Study: Comprehensive hydrologic and hydraulic modeling of a watershed in accordance with Water Management District (WMD) criteria and FEMA Guidelines & Specifications to establish floodplain boundaries, Base Flood Elevations (BFEs), flood risk information, and special flood hazard areas (SFHA).
- Limited Detail Study: Comprehensive hydrologic and hydraulic modeling performed in only certain portions of the watershed. The remainder of the watershed will use approximate methods.
- Redelineation of Special Flood Hazard Areas (SFHA) using Effective Profiles: Using current topographic information, redelineate detailed floodplain boundaries using effective profiles from the previous study.

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(2) Approximate methods

- **Approximate Study:** Simplified hydraulic study using existing topographic information and little to no field surveys and reconnaissance to establish approximate floodplain boundaries, flood risk information, and SFHA that were previously unstudied or previous approximate floodplain boundaries are considered unreasonable from an engineering standpoint.
- **Historical Delineation:** Use existing information, such as National Wetland Inventory and Soils coverages, in addition to current topography to identify floodplains in areas where detailed study was not accomplished.
- **Redelineation of Approximate SFHA:** Adjusting approximate floodplain boundaries in accordance with current topographic information.

B. NON-REVISED FLOOD HAZARD RISK INFORMATION: Non-revised areas are locations where the effective map will be digitized to the current base map based on the new vertical datum.

The table will be revised as necessary in the Final Scoping Report prepared under Activity 1.

Watersheds	Water Mgmt. District	Watershed Area (SqMi)	Revised Areas							Non-Revised Areas
			Detailed Study		New Limited Detail Study	Redelineation of SFHAs Using Effective Profiles	Simplified Hydraulic Analysis	Historical Delineation	Redelineation of Approximate SFHA	
			Hydrology	Hydraulics						
Gator Creek	SWFWMD	82.19	X	X						
Pony Creek	SWFWMD	132.67						X		
Big Creek West	SWFWMD	62.99						X		
Big Creek East	SWFWMD	53.01						X		
Reedy Creek	SWFWMD	38.10	X	X						
Blackwater Creek	SWFWMD	52.74				X		X		
Saddle Creek	SWFWMD	156.97	X	X						
Lake Lulu-Peace Creek, Drainage Canal	SWFWMD	28.17	X	X						
Lake Hamilton-Peace Creek Drainage Canal	SWFWMD	47.84	X	X						
Lake Pierce	SWFWMD	55.53						X		
Ithepackesassa Creek	SWFWMD	28.18	X	X						
Poley Creek/ North Alafia	SWFWMD	85.34			X					
McCullough Creek	SWFWMD	151.62				X		X		
Peace Creek Drainage Canal	SWFWMD	157.63	X	X						

Watersheds	Water Mgmt. District	Watershed Area (SqMi)	Revised Areas							Non-Revised Areas
			Detailed Study		New Limited Detail Study	Redelineation of SFHAs Using Effective Profiles	Simplified Hydraulic Analysis	Historical Delineation	Redelineation of Approximate SFHA	
			Hydrology	Hydraulics						
Lake Weohyakapka	SWFWMD	52.87						X		
Hookers Prairie/South Alafia	SWFWMD	80.90						X		
Little Payne Creek	SWFWMD	60.45						X		
Bowlegs Creek	SWFWMD	85.18						X		
Crooked Lake	SWFWMD	43.16						X		
Lake Reedy	SWFWMD	20.48						X		
Livingston Creek	SWFWMD	35.95						X		
Charlie Creek	SWFWMD	24.89						X		
Polk City	SWFWMD	19.41	X	X						
Lake Hatchineha	SWFWMD	29.57	X	X						
Lake Kissimmee	SWFWMD	7.57						X		
Lake Hatchineha	SFWMD	66.29						X		
Reedy Creek	SFWMD	17.89						X		
Lake Cypress	SFWMD	0.63						X		
Lake Pierce	SFWMD	27.15						X		
Lake Kissimmee	SFWMD	87.31						X		

Watersheds	Water Mgmt. District	Watershed Area (SqMi)	Revised Areas							Non-Revised Areas
			Detailed Study		New Limited Detail Study	Redelin-eation of SFHAs Using Effective Profiles	Simplified Hydraulic Analysis	Historical Delin-eation	Redelination of Approximate SFHA	
			Hydrology	Hydraulics						
Lake Weohyakapka	SFWMD	44.83						X		
Lake Arbuckle	SFWMD	49.01						X		
S-65A	SFWMD	76.85						X		
Arbuckle Creek	SFWMD	37.34						X		
S-65BC	SFWMD	16.12						X		

**** The exact locations and type of study per watershed will be updated during Activity 1, Scoping**

Polk County is approximately 2009 square miles located in central Florida. Approximately 1586 square miles is located in the SWFWMD jurisdiction and 423 square miles in the SFWMD. Because of the dual responsibilities of the CTPs, this project will be a multi-phased project since funding for SFWMD is not proposed until fiscal year (FY) 2006. The Scoping Report delivered as a result of Activity 1 will be amended if the FY06 funding for the SFWMD watersheds becomes available. If additional future funding is unavailable, this project will be completed with just the watersheds identified by SWFWMD for Polk County.

This Project will be completed by the Southwest Florida Water Management District and its consultant(s), hereinafter collectively referred to as the "SWFWMD" when used in Activity 1 through Activity 14 of this document and by the South Florida Water Management District and its consultant(s), hereinafter collectively referred to as the "SFWMD" when used in Activity 1 through Activity 14 of this document.

The SWFWMD and SFWMD shall notify FEMA's Regional Project Officer and the National Service Provider (NSP) representative by e-mail of all meetings with community officials at least one week prior to the meeting (with as much notice as possible). FEMA and the NSP may or may not attend the community meetings

The activities for this Project, including required Quality Assurance/Quality Control (QA/QC) reviews, and the Mapping Partners that will complete or assist with them are summarized in the table below. The sections of the MAS that follow the table below describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Activities	ETP	FEMA
Activity 1 – Scoping	SWFWMD & SFWMD	√
Activity 2 – Outreach	SWFWMD & SFWMD	√
Activity 3 – Field Surveys and Reconnaissance	SWFWMD & SFWMD	
Activity 4 – Topographic Data Development	SWFWMD	
Activity 5 – Independent QA/QC Review of Topographic Data	SWFWMD & SFWMD	
Activity 6 – Hydrologic Analyses	SWFWMD & SFWMD	
Activity 7 – Independent QA/QC Review of Hydrologic Analyses	SWFWMD & SFWMD	√
Activity 8 – Hydraulic Analyses	SWFWMD & SFWMD	
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	SWFWMD & SFWMD	√
Activity 10 – Floodplain Delineation (Detailed Study)	SWFWMD	
Activity 10A – Floodplain Delineation (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	SWFWMD & SFWMD	
Activity 10B – Floodplain Delineation (Refinement or Creation of SFHA (Zone A))	SWFWMD & SFWMD	
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	SWFWMD & SFWMD	√
Activity 12 – Base Map Acquisition	SWFWMD & SFWMD	
Activity 13 – DFIRM Production (Non-Revised Areas)	SWFWMD & SFWMD	
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	SWFWMD & SFWMD	√

Activities	CTP	FEMA
Activity 14 – DFIRM Production (Merge Revised and Non-Revised Information)	SWFWMD	
Activity 14A – Application of DFIRM Graphic and Database Specifications	SWFWMD	
Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications	SWFWMD & SFWMD	√
Activity 15 – Preliminary DFIRM and FIS Report Distribution	SWFWMD & SFWMD	√
Activity 16 – Post-Preliminary Processing	SWFWMD & SFWMD	√

FEMA has developed tools to assist in the development of the flood hazard data studies and the Digital Flood Insurance Rate Maps (DFIRMs) if the CTP wishes to use them. FEMA will, through the NSP, provide all CTPs access to and training in these tools. The tools available at this time include WISE software and the DFIRM production tools. The use of these tools will improve the Map Modernization and efficiency of all mapping partners.

FEMA will be providing download/upload capability for intermediate data submittals through the Mapping Information Platform (MIP). Data submittals uploaded via the MIP, will include the same data required prior to the existence of the MIP.

The CTP should evaluate the level or risk and study methodology for each community utilizing the guidance for data quality standards outlined in Chapter 7 of the Multi-Year Flood Hazard Identification Plan (MHIP) dated November 2005.

Activity 1 – Scoping

Responsible Mapping Partner: FEMA, Southwest Florida Water Management District and South Florida Water Management District

Scope: This task involves collecting data from a variety of sources including community surveys, other Federal and State Agencies, NFIP State Coordinators, Community Assistance Visits (CAV's) and FEMA archives. Southwest Florida Water Management District (SWFWMD) and the South Florida Water Management District (SFWMD) will evaluate the effective FIS report and FIRM maps to see if it needs to be updated within their respective jurisdictional boundaries. Lists of mapping needs will be obtained from the MNUSS database, community surveys and CAV's if available.

Data collection will include obtaining the best available base map materials (corporate limits, roads, orthophotos, etc) along with watershed files. The acquired data will be imported into the Scoping Tool and used during the Scoping Task. In the Scoping Tool all streams and watersheds should have unique names, the limits of the effective FEMA studies should be identified, LOMC areas should be identified, and community requests should be identified. This task also includes populating the watersheds with existing pipeline and scoped studies currently underway.

In cooperation with the FEMA Region, a Project Management Team will be established consisting of the SWFWMD, SFWMD, FEMA's regional engineer, Polk County, and other appropriate officials from incorporated cities and towns. The Project Management Team will be responsible for coordinating the activities of this project and completing all tasks identified in this Statement of Work.

Preliminary Research Activities can be separated into two categories—researching effective information and researching available data for the Project. The following tasks shall be completed to research effective information: inventory the FEMA archives for effective FIRM panels, FBFM panels, FIS reports, and other flood hazard data or existing study data; summarize the information in the MNUSS database; summarize contiguous community agreement checks; review CAV and CAC files; and develop a "scoping map" and an overview of the results of the research.

SWFWMD and SFWMD will coordinate, set-up, and hold the Scoping Meeting. This includes identifying a time, place, and all participants. The purpose of this meeting is to present the current information to the local officials (state, county and municipal) and coordinate on prioritization and identification of study areas. SWFWMD shall be responsible for compiling the necessary information for the meeting. These items may include: FIS and FIRM for affected communities; best available community base map(s); effective FIRM summary; Available Data Inventory; Scoping Map; Scoping Meeting Agenda/Minutes form; Aerial photos/topographic mapping if available; existing stormwater management studies or other hydrology & hydraulics data; Community master plan(s)/Drainage Master Plan(s); Zoning Maps; Street Maps; As-built plans; and Floodplain Ordinance(s).

The Project Management Team shall review the initial mapping needs list, review the research findings, and make selections of proposed methods for obtaining/producing floodplain information and floodway information. Any additions or changes to the needs list shall be discussed with all members. All needs shall also be prioritized. In general, highest priority shall be given to the following areas: areas of dense existing or anticipated development, including areas where new road crossings have been constructed over conveyance way(s); areas affected by stormwater management structures and/or channelization; areas where natural physical changes in the floodplain have been significant (due to subsidence or extreme erosion, for example); areas that were studied by approximate methods and unmapped areas, especially those with development pressure; areas where the community has experienced flooding outside the SFHAs on the effective FIRMs, with severe damage to buildings and/or infrastructure; areas where mapped flood hazards do not match those shown on contiguous FIRMs (unless those FIRMs are not considered to be accurate); and areas where flood data (BFEs, floodplains, and regulatory floodways) are likely to be changed the most by a restudy.

Based on the discussion of mapping needs, SWFWMD, SFWMD and FEMA Project Officer will finalize the areas to be included in the project (based on recommendations provided by the Project Team). Areas to be studied by detailed and approximate methods, redelineated, or remain un-revised shall be identified. In addition, the areas where floodways will be determined shall be identified and coordinated with the appropriate FEMA Community Mitigation Program Specialist. The following issues will be discussed and refined: Review and Refinement of Flood Hazard Identification Methodologies, Review of Proposed Paneling Scheme, Review and Refinement of Base and Topographic Map Source, and Finalization of Map Production and Database Options. FEMA shall have 30 days from the receive date to determine and notify the SWFWMD and SFWMD in writing whether the Scoping Report is approved.

The SWFWMD will be acting as the Consultation Coordination Officer (CCO) for the project within their regional jurisdiction, and the SFWMD will be acting as the Consultation Coordination Officer (CCO) for the project within their regional jurisdiction as identified in Title 44 of the Code of Federal Regulations Part 66. At this point, each CTP will prepare and set up the Community Case File and Flood Elevation

Docket for the maintenance of all communication and coordination as outlined in 44CFR Part 66 and 67. A final packet containing information for both jurisdictions will be submitted by SWFWMD with assistance from SFWMD to insure consistency.

QA/QC review activities may be performed by CTPs or the NSP at the discretion of FEMA. If the CTP will be utilizing their staff or contractors to do the QA/QC review, this should be identified during scoping. The CTPs will need to submit their QA/QC plan with checklist to the Regional Project Officer for approval. Please note the NSP will also be performing periodic audits and overall study/project management to ensure study quality.

Standards: All work under Activity 1 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables:

- The Final Scoping with all of the components as laid out in the attached "Partner Flood Map Modernization Program Scoping Report" template in Appendix A will be delivered in accordance with the schedule outlined in Section 6 for this Activity to the Regional Project Officer for approval.
- If WISE scoping tool is used, submit data sets for inclusion in the MIP to track the chosen areas to be studied as well as to document areas not chosen as needs.
- A list of all needs identified will be input into MNUSS in order to track those areas which will still need a study.
- QA/QC Plan for the review of the mapping project outlined in this MAS. This will include the checklists developed for that review

Activity 2 – Outreach

Responsible Mapping Partner: FEMA, Southwest Florida Water Management District, and South Florida Water Management District

Scope: The outreach activities for the Project can best be understood as a process that begins during the Project Scoping phase and continues through the DFIRM Production and Post-preliminary phases.

The overarching goal for conducting outreach is to create a climate of understanding and ownership of the mapping process at the State and local levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misunderstanding, or misinformation. These outreach activities also can assist FEMA and other members of the Project Team in responding to legislative inquiries.

The SWFWMD, SFWMD, Polk County, Florida Department of Community Affairs (DCA) and incorporated communities in Polk County will work with the Regional Office during the initiation of this activity to determine an Outreach Plan for implementation throughout the project. Contingent on

approval of FEMA Headquarters, the Regional Office will have access to outreach tools that have been developed for this process that could be utilized or customized for Project use.

SWFWMD and SFWMD will lead the outreach activities related to the Map Modernization process within their respective jurisdictional boundaries. Major tasks will include update meetings with affected community staff as needed, and the following:

- Presentation to community governing bodies after scoping meeting
- Public meetings to review base maps
- Community meetings for preliminary processing
- Final post processing presentations to community governing bodies.

FEMA, affected communities, and DCA will assist on outreach activities for the Project. SWFWMD will coordinate the outreach activities to educate stakeholders, with assistance from FEMA and DCA, on the National Flood Insurance Program, including but not limited to: flood insurance and compliance. The SWFWMD and SFWMD and affected communities will also assist on compliance-related outreach activities.

All communication with local governments will be done in accordance with Title 44 Code of Federal Regulations Part 66.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon determination of an Outreach and Coordination Approach, the SWFWMD with assistance from SFWMD, Polk County and incorporated communities shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 6 for this Activity:

- A report detailing outreach and coordination activities
- Backup or supplemental information used in writing the report
- At the completion of the Project, SWFWMD, Polk County, incorporated communities, and the SFWMD will submit a summary of outreach activities and any changes made in the outreach approach based on the actual implementation

Activity 3 - Field Surveys and Reconnaissance

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

Scope: To supplement any field reconnaissance conducted during the Scoping phase of this project, SWFWMD and SFWMD shall conduct a detailed field reconnaissance within their respective jurisdictional boundaries of the specific study area(s) to determine conditions along the floodplain(s), types and numbers of hydraulic and/or stormwater management structures, apparent maintenance or lack

thereof of existing hydraulic structures, locations of cross sections to be surveyed, and other parameters needed for the hydrologic and hydraulic analyses.

In addition to the initial field reconnaissance, SWFWMD and SFWMD shall conduct field surveys, including obtaining channel and floodplain cross sections, identifying or establishing Temporary Bench Marks, and obtaining the physical dimensions of hydraulic and flood-control structures. SWFWMD and SFWMD also shall coordinate with other Mapping Partners that are collecting topographic data under Activity 4.

Standards: All work under Activity 3 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the Technical Support Data Notebook (TSDN) format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- A report summarizing the findings of the field reconnaissance;
- Maps and drawings that provide the detailed survey results;
- Survey notebook containing cross sections and structural data; and
- NSP Format Survey Database or Data Delivery consistent with the NSP Data Capture Standards -- Appendix N (May 2005) of the *Guidelines and Specifications for Flood Mapping Partners*.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 4 - Topographic Data Development

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

Existing topographic information will be used on this project.

Activity 5 - Independent QA/QC Review of Topographic Data

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

Standards: All work under Activity 5 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of topographic data collection and processing within their respective jurisdictional boundaries for Polk County, SWFWMD and SFWMD shall upload the digital data to the MIP or submit by using other digital media if the MIP is unavailable in accordance with the schedule outlined in Section 6 for this Activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the SWFWMD and SFWMD shall also make the following products available to FEMA by submitting it to the FEMA Regional Office via the digital media identified in the paragraph above, if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Report summarizing methodology and results;
- "Bare-earth" mass points and breakline data;
- Checkpoint analyses to assess the accuracy of data, including Root Mean Square Error calculations to support vertical accuracy;
- Identification of remote-sensing data voids and methods used to supplement data voids;
- National Geodetic Survey data sheets for Network Control Points used to control remote- sensing and ground surveys;
- Metadata compliant with Federal Geographic Data Committee standards; and
- NSP Format Terrain Database or Data Delivery consistent with the draft NSP Data Capture Standards –Appendix N of the Guidelines and Specifications for Flood Mapping Partners (May 2005).

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 6 – Hydrologic Analyses

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

SWFWMD and SFWMD shall perform hydrologic analyses as indicated from the scoping process within their respective jurisdictional boundaries. The SWFWMD and SFWMD shall calculate peak flood discharges for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events using the most appropriate FEMA approved computer program. These flood discharges will be the basis for subsequent hydraulic analyses under Activity 8. In addition, SWFWMD and SFWMD shall address all concerns or questions regarding Activity 6 that are raised during the independent QA/QC review during the QA/QC review under Activity 7.

If Geographic Information System (GIS)-based modeling is used, SWFWMD and SFWMD shall document automated data processing and modeling algorithms and provide them to FEMA to ensure they are consistent with the standards outlined above. Digital datasets (such as elevation, basin, or land use data) are to be documented and provided to FEMA for approval before performing the hydrologic analyses to ensure the datasets meet minimum requirements. Because of the importance of topographic information in the analyses, extended periods for review of the digital datasets will adversely impact the schedule. If non-commercial (i.e., custom-developed) software is used for the analysis, then SWFWMD

and SFWMD shall provide full user documentation, technical algorithm documentation, and the software to FEMA for review before performing the hydrologic analyses.

Standards: All work under Activity 6 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydrologic modeling for Polk County watersheds, SWFWMD and SFWMD shall upload the digital data for their respective jurisdictional boundaries to the MIP or submit by using other digital media if the MIP is unavailable, so that the data can be accessed for an independent QA/QC review under Activity 7. SWFWMD and SFWMD shall submit the results of the hydrologic analyses for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA by submitting it to the FEMA Regional Office via the digital media identified in the paragraph above, if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital copies of all hydrologic modeling (input and output) files for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events;
- Digital Summary of Discharges Tables presenting discharge data for the flooding sources for which hydrologic analyses were performed;
- Digital draft text for Section 3.1, Hydrologic Analyses, of the FIS report;
- Digital versions of all backup data used in the analysis, including work maps;
- For GIS-based modeling, deliverables shall include all input and output data, intermediate data processing products, and geodatabase.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 7 - Independent QA/QC Review of Hydrologic Analyses

Responsible Mapping Partner: FEMA, Southwest Florida Water Management District and South Florida Water Management District

Scope: SWFWMD and SFWMD shall review the technical, scientific, and other information submitted under Activity 6 to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM. If SWFWMD and SFWMD utilize a contractor to perform the QA/QC, the contractor shall not be the same one who performed the original analyses. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:

- Use of acceptable models;
 - Use of appropriate methodology(ies);
 - Correctly applied methodology(ies)/model(s), including QC of input parameters;
 - Comparison with gage data and/or regression equations, if appropriate; and
 - Comparison with discharges for contiguous reaches or watersheds.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.
 - Maintain an archive of all data submitted for hydrologic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 7 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity.

- NSP Format Hydrology Database or Data Delivery consistent with the NSP Data Capture Standards—Appendix N (May 2005) of the *Guidelines and Specifications for Flood Mapping Partners*;
- A Summary Report that describes the findings of the independent QA/QC review and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/fhm_gsam.pdf.

Activity 8 – Hydraulic Analyses

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

Scope: SWFWMD and SFWMD shall perform hydraulic analyses within their respective jurisdictional boundaries as indicated from the scoping process. The modeling will include the 10-, 2-, 1-, and 0.2-percent-annual-chance events based on peak discharges computed under Activity 6. The hydraulic methods used for this analysis will include dynamic, hydraulic modeling.

SWFWMD and SFWMD shall use the cross-section, topographic information and field data collected under Activity 3 and the topographic data delivered under Activity 5 to perform the hydraulic analyses.

The hydraulic analyses will be used to establish flood elevations and regulatory floodways for the subject flooding sources as identified under Activity 1.

In addition, SWFWMD and SFWMD shall address all concerns or questions regarding Activity 8 that are raised during the independent QA/QC review under Activity 9.

SWFWMD and SFWMD shall document automated data processing and modeling algorithms for GIS-based modeling and provide them to FEMA for review to ensure they are consistent with the standards outlined above. Digital datasets are to be documented and provided to FEMA for approval before performing the hydraulic analyses to ensure the datasets meet minimum requirements. Because of the importance of hydraulic information in the analyses, extended periods for review of the digital datasets will impact the schedule. If non-commercial (i.e., custom-developed) software is used for the analyses, then SWFWMD and SFWMD shall provide full user documentation, technical algorithm documentation, and software to FEMA for review before performing the hydraulic analyses.

Standards: All work under Activity 8 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydraulic modeling for watersheds identified as detailed study, the SWFWMD and SFWMD will upload the digital data for their respective jurisdictional boundaries to the MIP or submit by other digital media if the MIP is unavailable, so the data can be accessed for the independent QA/QC review under Activity 9. SWFWMD and SFWMD shall submit the results of the hydraulic analyses for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA by submitting it to the FEMA Regional Office via the digital media identified in the paragraph above, if the MIP is unavailable. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital profiles of the 10-, 2-, 1- and 0.2-percent-annual-chance water-surface elevations representing existing conditions using the FEMA RASPLLOT program or similar software;
- Digital Floodway Data Tables for each flooding source that is compatible with the DFIRM database;
- Digital hydraulic modeling (input and output) files;
- Digital tables with range of Manning's "n" values;
- Digital versions of all backup data used in the analyses;
- Digital versions of draft text for inclusion in the FIS report.
- For GIS-based modeling, deliverables include all input and output data, intermediate data processing products, geodatabase, and final products in the format of the DFIRM database structure.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 9 - Independent QA/QC Review of Hydraulic Analyses

Responsible Mapping Partner: FEMA, Southwest Florida Water Management District and South Florida Water Management District

Scope: SWFWMD and SFWMD shall review the technical, scientific, and other information submitted under Activity 8 to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to revise the FIRM. If SWFWMD and SFWMD utilize a contractor to perform the QA/QC, the contractor shall not be the same one who performed the original analyses. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:
 - Use of acceptable model(s);
 - Starting water-surface elevations;
 - Cross-section geometry;
 - Manning's "n" values and expansion/contraction coefficients;
 - Bridge and culvert modeling;
 - Flood discharges;
 - Regulatory floodway computation methods; and
 - Tie-in to upstream and downstream non-revised Flood Profiles.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.
- Maintain an archive of all data submitted for hydraulic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 9 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity.

- NSP Format Hydraulic Database or Data Delivery consistent with the NSP Data Capture Standards –Appendix N (May 2005) of the *Guidelines and Specifications for Flood Mapping Partners*.
- A Summary Report that describes the findings of the independent QA/QC review; and

- Recommendations to resolve any problems that are identified during the independent QA/QC review.
- If the data changed during the QA/QC process under Activity 7 or this Activity, then the updated and verified deliverables from Activity 6 and 8 will be resubmitted at this time.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/fhm_gsam.pdf.

Activity 10 - Floodplain Delineation (Detailed Study)

Responsible Mapping Partner: Southwest Florida Water Management District

Scope: Where indicated in the scoping document, SWFWMD shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) for the flooding sources for which detailed hydrologic, and/or hydraulic analyses were performed. SWFWMD shall incorporate all new or revised hydrologic and hydraulic modeling and shall use the topographic data submitted under Activity 5 to delineate the floodplain and regulatory floodway boundaries on a digital work map. In addition, SWFWMD's consultant shall incorporate the results of all effective Letters of Map Change (LOMCs) within the revised areas as appropriate. Also, SWFWMD shall address all concerns or questions regarding Activity 10 that are raised during the independent QA/QC review under Activity 11.

Activity 10A - Floodplain Delineation (Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data)

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

Scope: SWFWMD and SFWMD shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries within their respective jurisdictional boundaries for the flooding sources identified during the scoping process. The effective BFEs will be converted from the National Geodetic Vertical Datum (NGVD) 1929 to NAVD 88. SWFWMD and SFWMD shall use the topographic data submitted under Activity 5 to delineate the floodplain and regulatory floodway boundaries as appropriate on a digital work map. If the current topographic data do not reflect the same hydraulic characteristics as in effective study, SWFWMD and SFWMD shall evaluate the topographic data within their respective jurisdictional boundaries to determine if changes are significant enough to invalidate the floodplain boundary and regulatory floodway boundary redelineations. If so, SWFWMD and SFWMD, as appropriate, shall contact the FEMA Regional Project Officer identified in Section 12 of this MAS with a recommendation. In addition, SWFWMD and SFWMD shall address all concerns or questions within their respective jurisdictional boundaries regarding Activity 10A that are raised during the independent QA/QC review under Activity 11.

Activity 10B - Floodplain Delineation (Refinement or Creation of SFHA Zone A)

Responsible Mapping Partner: Southwest Florida Water Management District and South Florida Water Management District

Scope: SWFWMD and SFWMD shall delineate the 1-percent-annual-chance floodplain boundaries for the flooding sources within their respective jurisdictional boundaries listed in the Scoping Report.

SWFWMD and SFWMD shall use topographic data delivered under Activity 5 to delineate the floodplain boundaries on a digital work map. In addition, SWFWMD and SFWMD shall address all concerns or questions regarding Activity 10B that are raised during the independent QA/QC review under Activity 11.

SWFWMD and SFWMD may expand on the approaches for analyzing Zone A areas outlined in *Guidelines and Specifications for Flood Hazard Mapping Partners* and in FEMA 265, *Managing Floodplain Development in Approximate Zone A Areas* (April 1995), or develop new approaches. Such approaches must be coordinated with the FEMA Regional Project Officer identified in Section 12 of this MAS before analysis and mapping begin.

Standards: All work under Activity 10, 10A, and 10B shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables for Activities 10 / 10A / 10B: Upon completion of floodplain delineation for all the watersheds within its respective jurisdictional boundaries, SFWMD will submit the digital data to SWFWMD. SWFWMD shall upload all the digital data for Polk County to the MIP or submit by using other digital media if the MIP is unavailable, so the data can be accessed for the independent QA/QC review under Activity 11. The mapping for the remaining flooding sources is to be submitted for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products for their respective jurisdictional boundaries available to FEMA by submitting it to the FEMA Regional Office via the digital media identified in the paragraph above, if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- Digital work maps showing the 1-percent annual-chance floodplain boundary delineations for approximate Zone A areas, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all pertinent information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all revised flood hazard information at a suitable scale;
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM;
- An explanation for the use of existing topography for the studied reaches, if appropriate;
- Digital work maps showing the 1-percent-annual-chance floodplain boundary delineations, flood insurance risk zone labels, and all applicable base map features;
- Written summary of the analysis methodologies;

- Any backup or supplemental information, including supporting calculations and assumptions for any computed 1-percent-annual-chance water-surface elevations used in the mapping required for the independent QA/QC review under Activity 11;
- Digital versions of input and output for any computer programs that were used;
- If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and geodatabase shall be submitted.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 11 - Independent QA/QC Review of Floodplain Delineation (Revised Areas)

Responsible Mapping Partner: FEMA, Southwest Florida Water Management District and South Florida Water Management District

Scope: SWFWMD and SFWMD shall review the floodplain delineation within their respective jurisdictional boundaries submitted by SWFWMD under Activities 10, 10A, and 10B to ensure that the results of the analyses performed are accurately represented. If SWFWMD or SFWMD utilizes a contractor to perform the QA/QC, the contractor shall not be the same one who performed the original analyses. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

- Review the cross sections for proper location and orientation on the work map and agreement with the Floodway Data Table.
- Review the regulatory floodway widths for agreement with the widths shown in the Floodway Data Table and the results of the hydraulic modeling.
- Review the BFEs shown on the work map for proper location and agreement with the results of the hydraulic modeling.
- Review the floodplain boundaries for agreement with the flood elevations shown in the Floodway Data Table and the contour lines and other topographic information shown on the work maps.
- Review the floodplain widths at cross sections as shown on the work maps to ensure they match the Floodway Data Table.
- Review the floodplain boundaries as shown on the work maps to ensure they match the Flood Profiles.
- Review the flood insurance risk zones as shown on the work maps to ensure they are labeled properly.
- Review the DFIRM mapping files to ensure they were prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- Review the metadata files to ensure they include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 11 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA for their respective jurisdictional boundaries by uploading the digital data to MIP or submitting it to the FEMA Regional Office if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity.

- A Summary Report that describes the findings of the QA/QC review, noting any deficiencies in or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated work map with all questions and/or concerns indicated, if necessary.
- If the data changed during the QA/QC process, then the updated deliverables from Activity 10, 10A and 10B will be resubmitted at this time.
- NSP Format Mapping Database or Data Delivery consistent with the NSP Data Capture Standards –Appendix N (May 2005) of the *Guidelines and Specifications for Flood Mapping Partner*.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 12 - Base Map Acquisition

Responsible Mapping Partner: Southwest Florida Water Management District with assistance from South Florida Water Management District

Scope: Activity 12 consists of obtaining the digital base map, raster image maps, for the project. SWFWMD shall provide the digital base map with assistance from SFWMD where appropriate. The required activities are as follows:

- Obtain digital files (raster or vector) of the base map.
- Secure necessary permissions from the map source to allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
- Certify that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production.
- Populate the DFIRM database with the information required by FEMA.

Standards: All work under Activity 12 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity:

- Written certification that the digital data meet the minimum standards and specifications and
- Documentation that FEMA can use the digital base map.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at:
http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 13 – DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: Southwest Florida Water Management District with assistance from South Florida Water Management District

Scope: After the Scoping process, if non-revised areas are identified, SWFWMD shall convert the information shown on the effective FIRM and Flood Boundary Floodway Map (FBFM) panels for all incorporated and unincorporated areas of Polk County to digital format in conformance with FEMA DFIRM and CTP specifications. SWFWMD shall use the base map acquired under Activity 12 for the conversion. SWFWMD shall digitize FIRM panels and FBFM panels not included in a detailed study. SWFWMD also shall incorporate the results of LOMCs issued by FEMA where possible since the date of the current effective FIRM for each affected community.

Also, SWFWMD shall address all comments and questions regarding Activity 13 that are raised by reviewers during the independent QA/QC review under Activity 13A.

SWFWMD shall not digitize the flood layer for those segments of the watershed for which updated flood data will be developed. Rather, SWFWMD shall leave these as “holes” in the digital flood layer that will be filled in as part of Activity 14 using the digital flood data developed under Activities 10, 10A, and 10B.

Standards: All work under Activity 13 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of DFIRM panels, SWFWMD shall submit the panels to the MIP so that they can be accessed for an independent QA/QC review under Activity 13A. In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work maps showing the non-revised 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;

- Complete set of plots of DFIRM panels showing all non-revised flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM, including a check that the road and floodplain relationship is maintained for all non-revised areas.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: FEMA, Southwest Florida Water Management District and South Florida Water Management District

Scope: If non-revised areas were identified during the Scoping process, SWFWMD and SFWMD shall review the DFIRM panels submitted by SWFWMD under Activity 13 to ensure that the new DFIRM panels accurately represent the information shown on the effective FIRMs and FBFMs for the area mapped. If SWFWMD or SFWMD utilizes a contractor to perform the QA/QC, the contractor shall not be the same one who performed the original analyses. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, checking the following:

- Cross sections were properly located and oriented as shown on the FIRM or FBFM.
- BFEs are properly located and agree with the BFEs shown on the FIRM.
- The 1 and 0.2-percent-annual-chance floodplain boundaries agree with the floodplain boundaries shown on the FIRM and the contour lines, other topographic information, and planimetric information shown on the DFIRM base.
- Flood insurance risk zone designations are indicated properly.
- Regulatory floodway widths agree with the widths shown on the FIRM or FBFM.
- Road and floodplain relationships are maintained for all unrevised areas.
- DFIRM mapping files meet the GIS file and database format requirements specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those requirements for content and attribution.
- Metadata files describing the DFIRM data include the required information.

Standards: All work under Activity 13A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SFWMD and SWFWMD shall make the following products available to FEMA for their respective jurisdictional boundaries by uploading to the MIP or

providing to the Regional Office via digital media if the MIP is unavailable, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies in or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 14 –DFIRM Production (Merging Revised and Non-Revised Information)

Responsible Mapping Partner: Southwest Florida Water Management District

Scope: Upon completion of the floodplain mapping activities for the revised areas (Activities 10, 10A, and/or 10B) and the DFIRM production for non-revised areas (Activity 13), SWFWMD shall merge the digital floodplain data into a single, updated DFIRM. This work is to include tie-in of flood risk information for areas that were not studied as part of the Project documented in this MAS. SWFWMD also shall tie in the revised and non-revised Flood Profiles, floodplain boundaries, and non-revised regulatory floodway boundaries with contiguous communities that were not studied as part of the Project documented in this MAS. SWFWMD shall coordinate with FEMA and those Mapping Partners responsible for Activities 10, 10A, 10B, and 13, as necessary, to resolve any potential tie-in issues.

Standards: All work under Activity 14 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA by uploading to the MIP or providing to the Regional Office via digital media if the MIP is unavailable, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all pertinent information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 14A – DFIRM Production (Application of DFIRM Graphics and Database Specifications)

Responsible Mapping Partner: Southwest Florida Water Management District

Scope: SWFWMD shall apply the final FEMA DFIRM graphic and database specifications to the DFIRM files produced under Activity 14. This work shall include adding all required annotation, line pattern, area shading, and map collar information (e.g., map borders, title blocks, legends, notes to user). SWFWMD will be preparing the database for this project in the Enhanced format. The database shall be produced in accordance with Appendix L of the *Guidelines and Specifications for Flood Hazard Mapping Partners*. SWFWMD shall coordinate with those Mapping Partners responsible for Activities 10, 10A, 10B, 13, and 14, as necessary, to resolve any problems that are identified during Activity 14A.

Standards: All work under Activity 14A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all pertinent information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM.
- NSP Format DFIRM Database or data delivery consistent with the NSP Data Capture Standards – Appendix N (May 2005) of the *Guidelines and Specifications for Flood Mapping Partners*.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications

Responsible Mapping Partner: FEMA, South Florida Water Management District and Southwest Florida Water Management District

Scope: Upon completion of the floodplain delineation activities (Activities 10, 10A, and/or 10B) and DFIRM production activities (Activities 13, 14, and 14A), SFWMD and SWFWMD shall review the DFIRM within their respective jurisdictional boundaries to ensure it meets current FEMA graphic specifications. In addition, SWFWMD shall review the DFIRM spatial database to determine if it meets current FEMA database specifications. SWFWMD shall coordinate with other Mapping Partners, as necessary, to resolve any problems identified during this QA/QC review. If SWFWMD and SFWMD utilize a contractor to perform the QA/QC, the contractor shall not be the same one who performed the original analyses. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall ensure that the requirements below are met.

- All required DFIRM features are accurately and legibly labeled and follow the examples shown in the FEMA DFIRM specifications. This includes all flood insurance risk zones, BFEs, cross sections, studied streams, mapped political entities, and all roads within and adjacent to the 1-percent-annual-chance floodplains.
- All DFIRM features are correctly symbolized with the appropriate symbol, line pattern, or area shading and follow the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- All map collar information is complete, correct, and follows the requirements specified in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- DFIRM mapping files are in one of the GIS file and database formats specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution.
- DFIRM database files are in one of the database formats specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution.
- Metadata files describing the DFIRM data include all pertinent information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- The FIS report is prepared in the FEMA Countywide Format as documented in Appendix J of *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 14B shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD and SFWMD shall make the following products available to FEMA for their respective jurisdictional boundaries by uploading the digital data to the MIP or submitting it to the FEMA Regional Office if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity.

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies in or agreeing with the mapping results and the results of all automated or manual QA/QC steps taken during the independent QA/QC review;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

- If the data changed during the QA/QC process, then the updated deliverables from Activities 10, 10A, 10B and Activities 13, 14, and 14A will be resubmitted at this time.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 15 - Preliminary DFIRM and FIS Report Distribution

Responsible Mapping Partners: FEMA, Southwest Florida Water Management District and South Florida Water Management District

Scope: Activity 15 consists of the final preparation, review, and distribution of the Preliminary copies of the DFIRM and FIS report for community official and general public review and comment. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. The activities to be performed are summarized below.

Preliminary Transmittal Letter Preparation. The SWFWMD and SFWMD shall prepare letters and transmit the Preliminary copies of the DFIRM and FIS report and related enclosures to all affected communities within their respective jurisdictional boundaries, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, FEMA Headquarters Region IV representative, and others as listed in the *Post Preliminary Processing Guidance Desk Reference* for FEMA Region IV (2005). This letter may be prepared for FEMA only or FEMA, SWFWMD, and SFWMD signature.

Final QA/QC Review of Preliminary DFIRM and FIS Report: The SWFWMD and SFWMD shall perform a final QA/QC review of the Preliminary DFIRM and FIS report, including all data tables, Flood Profiles, and other components of the FIS report. The QA/QC review procedures shall be consistent with the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Discrepancy Resolution: The SWFWMD and SFWMD shall work to resolve discrepancies within their respective jurisdictional boundaries identified during the final QA/QC review.

Distribution of Preliminary DFIRM and FIS Report: The SWFWMD and SFWMD shall distribute the Preliminary copies of the DFIRM and FIS report to all affected communities within their respective jurisdictional boundaries, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as listed in the *Post Preliminary Processing Guidance Desk Reference*.

News Release Preparation: The SWFWMD and SFWMD shall prepare news release notifications of BFE changes for all affected communities if appropriate and perform QA/QC reviews of the notices for accuracy and compliance with FEMA format requirements. The SWFWMD and SFWMD shall file the notifications for later submittal to FEMA for review.

Preliminary Summary of Map Actions (SOMA) Preparation: The SWFWMD and SFWMD shall prepare Preliminary SOMAs for all affected communities within their respective jurisdictional boundaries, if appropriate. The SOMA shall list pertinent information regarding LOMCs that will be affected by the issuance of the DFIRM (i.e., superseded, incorporated, revalidated).

Standards: All work under Activity 15 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners* and the requirements documented in Section 1 and

Appendix A of the *FEMA Document Control Procedures Manual*. Within their respective jurisdictional boundaries, the SWFWMD and SFWMD shall make the products listed below available to FEMA in accordance with the schedule outlined in Section 6 for this Activity.

- Preliminary transmittal letters shall be prepared and transmitted. These letters and any additional letters requested by FEMA shall be prepared in accordance with the current version of the *FEMA Document Control Procedures Manual*.
- Preliminary copies of the DFIRM and FIS report, including all updated data tables and Flood Profiles shall be mailed to the Chief Executive Officer (CEO) and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as listed in the *Post Preliminary Processing Guidance Desk Reference*.
- Preliminary SOMAs, prepared in accordance with FEMA requirements, shall be provided as appropriate.
- Revised DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media if the MIP is unavailable.
- Revised DFIRM database files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media if the MIP is unavailable.
- Revised metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media if the MIP is unavailable.
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM shall be provided.

Activity 16 - Post-Preliminary Processing

Responsible Mapping Partners: Southwest Florida Water Management District, South Florida Water Management District and FEMA

Scope: Activity 16 consists of finalizing the DFIRM and FIS report after the Preliminary copies of the DFIRM and FIS report have been issued to community officials and the public for review and comment. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. The activities to be performed are summarized below.

Initiation of Statutory 90-Day Appeal Period: When required, upon completion of a 30-day community comment period or final coordination meeting with the affected communities, FEMA, SWFWMD and SFWMD shall arrange for and verify that the following activities are completed in accordance with the current version of the *FEMA Guidelines and Specifications for Flood Hazard Mapping Partners* and *Document Control Procedures Manual*:

- SWFWMD and SFWMD shall send proposed BFE determination letters to the community CEOs and floodplain administrators within their respective jurisdictional boundaries.

- SWFWMD shall prepare the appropriate notices (Proposed Rules) that are to be published in the *Federal Register*. The SWFWMD shall then deliver those notices to FEMA for publication.
- SWFWMD shall publish news release notifications of BFE changes in prominent newspapers with local circulation in accordance with 44 CFR.
- FEMA, SWFWMD and SFWMD shall prepare the appropriate notices (Proposed Rules) that are to be published in the *Federal Register*. If FEMA does not prepare the notices, the SWFWMD shall then deliver those notices to FEMA for publication.
- When SWFWMD, the affected communities and SFWMD will hold public meetings to present and discuss the results of this Project, FEMA may attend the meetings and assist where possible if requested.

Resolution of Appeals and Protests: SWFWMD and SFWMD shall review and resolve appeals and protests within their respective jurisdictional boundaries received during the 90-day appeal period. For each appeal and protest, the following activities shall be conducted as appropriate:

- Initial processing and acknowledgment of submittal;
- Technical review of submittal;
- Preparation of letter(s) requesting additional supporting data;
- Performance of revised analyses; and
- Preparation of a draft resolution letter for co-signature with FEMA, SWFWMD and SFWMD including revised DFIRM and FIS report materials for FEMA review.

Upon receiving authorization by FEMA, the SWFWMD and SFWMD will mail correspondence associated with the resolution of each appeal and protest, as appropriate.

Preparation of Special Correspondence: SWFWMD and SFWMD shall support FEMA in responding to comments not received within the 90-day appeal period (referred to as "special correspondence"), including drafting responses for FEMA review when appropriate and finalizing responses for co-signature. SWFWMD and SFWMD also shall mail with the final correspondence (and enclosures if appropriate) and distribute appropriate copies of the correspondence and enclosures upon receipt of authorization from FEMA.

Revision of FIRM and FIS Report: If necessary, SWFWMD and SFWMD shall work together with FEMA to revise the DFIRM and FIS report and distribute the Revised Preliminary copies of the DFIRM and FIS report to the CEO and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as listed in the *Post Preliminary Processing Guidance Desk Reference*.

Final SOMA Preparation: SWFWMD and SFWMD shall prepare Final SOMAs for the affected communities within their respective jurisdictional boundaries, as appropriate.

Processing of Letter of Final Determination: The SWFWMD and SFWMD shall work with FEMA to establish the effective date for the DFIRM and FIS report, and shall prepare the Letter of Final Determination (LFDs) for each affected community for FEMA review in accordance with the FEMA

Document Control Procedures Manual. They also shall mail the final signed LFDs and enclosures and distribute appropriate copies of the signed LFDs and enclosures upon receipt of authorization from FEMA.

Processing of Final DFIRM and FIS Report for Printing: SWFWMD shall prepare final reproduction materials for the DFIRM and FIS report and provide these materials to the FEMA Map Service Center for printing by the U.S. Government Printing Office. The SWFWMD shall prepare the appropriate paperwork to accompany the DFIRM and FIS report (including Print Processing Worksheet, Printing Requisition Forms, and Community Map Actions Form) and transmittal letters to the community CEOs.

Revalidation Letter Processing. SWFWMD and SFWMD shall assist in preparation and distribution of letters for FEMA signature to the community CEOs and floodplain administrators to notify the affected communities about LOMCs for which determinations will remain in effect after the DFIRM and FIS report becomes effective.

Archiving Data: SWFWMD and SFWMD shall ensure that technical and administrative support data are packaged in the FEMA required format and stored properly in the library archives until they are transmitted to the FEMA Engineering Study Data Package Facility. In addition, the SWFWMD and SFWMD will maintain copies of all data for a period of no less than 3 years.

Standards: All work under Activity 16 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual*, SWFWMD and SFWMD with the assistance from FEMA's Contractor shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity if applicable:

- Documentation that the news releases were published in accordance with FEMA requirements;
- Documentation that the appropriate *Federal Register* notices (Proposed and Final Rules) were published in accordance with FEMA requirements;
- Draft and final Special Correspondence (and all associated enclosures, backup data, and other related information) for FEMA review and signature as appropriate;
- Draft and final Appeal and Protest acknowledgment, additional data, and resolution letters (and all associated enclosures, backup data, and other related information) for FEMA review and signature as appropriate;
- Draft and final LFDs (and all associated enclosures, backup data, and other related information) for FEMA review and signature;
- DFIRM negatives and final FIS report materials, including all updated data tables and Flood Profiles;
- Paperwork for the final DFIRM and FIS report materials;
- Transmittal letters for the printed DFIRM and FIS report;

- LOMC Revalidation Letters if appropriate;
- Complete, organized archived technical and administrative support data; and
- Complete, organized and archived case file and flood elevation docket.

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTAL

The Project Team members for this Project that have responsibilities for activities included in this MAS shall comply with the data submittal requirements summarized below.

All supporting documentation for the activities in this Mapping Activity Statement shall be submitted in the TSDN format in accordance with Appendix M of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Appendix M is available for viewing or download on the FEMA Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf. Table 2-1 indicates the sections of the TSDN that apply to each mapping activity.

If any issues arise that could affect the completion of an activity within the proposed scope or budget, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR is to describe the issue and propose possible resolutions. (For additional information on SPRs, refer to Appendix M, Subsection M.2.1.1 of *Guidelines and Specifications for Flood Hazard Mapping Partners*.)

Table 2-1. Mapping Activities and Applicable TSDN Sections

TSDN Section	Mapping Activities															
	1	2	3	4	5	6	7	8	9	10 10A 10B	11	12	13 13A	14 14A 14B	15	16
General Documentation																
Special Problem Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Telephone Conversation Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Meeting Minutes/Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
General Correspondence	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Engineering Analyses																
Hydrologic Analyses			X			X	X	X	X	X	X					
Hydraulic Analyses			X			X	X	X	X	X	X					
Key to Cross-Section Labeling			X			X	X	X	X	X	X					
Key to Transect Labeling			X			X	X	X	X	X	X					
Draft FIS Report						X	X	X	X							
Mapping Information	X	X		X	X					X	X	X	X	X	X	X
Miscellaneous Reference Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

SECTION 3—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will begin on October 1, 2005, and will be completed no later than July 30, 2008. The mapping activities may be terminated at the option of FEMA or SWFWMD or SFWMD in accordance with the provisions of the Partnership Agreement dated September 14, 2001 and November 12, 2003 respectively. If these Mapping Activities are terminated; the remaining funds from uncompleted activities, provided by FEMA for this Mapping Activity Statement, will be returned to FEMA.

SECTION 4—FUNDING/LEVERAGE

FEMA is providing funding, in the amount of _____ to SWFWMD for partial completion of this Project. During the scoping process, additional needs may be identified. Activities associated with any additional needs would be performed based on availability of additional funds. The CTP Leverage listed below includes actual SWFWMD funding contributions for Activities 4, 6, 8, 10, and 12 and the equivalent Blue Book value. Published FEMA Blue Book values for topographic data development are not appropriate for the type of topographic data necessary for detailed watershed analysis in Florida. More detailed leverage information will be determined during the detailed scoping process and reported back to FEMA at that time.

Funding for Project	FEMA Contribution	CTP Contribution	Blue Book	% Leverage	Total Project Cost
TOTAL FUNDING AMOUNTS**	\$ _____	\$ _____	\$ _____	90%	_____

** Table will be revised in the scoping report amendment to include SFWMD contribution if additional FEMA funds are made available in FY2006.

FEMA funds identified above are available to be used for the following activities*

Activities	FUNDABLE?
Activity 1 – Scoping	Yes, up to 10%
Activity 2 - Outreach	Yes, up to 10%
Activity 3 – Field Surveys and Reconnaissance	Yes
Activity 4 – Topographic Data Development	No, unless approval given during scoping phase by Regional PO
Activity 5 – Independent QA/QC Review of Topographic Data	No, unless approval given during scoping phase by Regional PO
Activity 6 –Hydrologic Analyses	Yes
Activity 6A –Coastal Flood Hazard Analyses	Yes
Activity 7–Independent QA/QC Review of Hydrologic Analyses	Yes
Activity 7A–Independent QA/QC Review of Coastal Hazard Analyses	Yes
Activity 8 – Hydraulic Analyses	Yes
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	Yes
Activity 10 – Floodplain Mapping (Detailed Riverine or Coastal Analysis)	Yes
Activity 10A – Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	Yes
Activity 10B – Floodplain Mapping (Refinement or Creation of Zone A)	Yes
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	Yes
Activity 12 – Base Map Acquisition	No
Activity 13 – DFIRM Production (Non-Revised Areas)	Yes
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	Yes
Activity 14 – DFIRM Production (Merge Revised and Non-Revised Information)	Yes
Activity 14A – Application of DFIRM Graphic and Database Specifications	Yes
Activity 14A – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications	Yes
Activity 15 – Preliminary DFIRM and FIS Report Distribution	Yes
Activity 16 – Post-Preliminary Processing	Yes

*This table is for information purposes only

SECTION 5—STANDARDS

The standards relevant to this Mapping Activity Statement are provided in Tables 5-1 and 5-2. Information on the correct volume, appendix, section, or subsection of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* to be referenced for each mapping activity are summarized in Table 5-2.

These Guidelines are available for viewing or download from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/fhm/dl_cgs.shtm.

Table 5-1. Applicable Standards for Project Activities

	Activities															
	1	2	3	4	5	6, 6A	7, 7A	8	9	10, 10A, 10B	11	12	13, 13A	14, 14A, 14B	15	16
Applicable Standards																
Guidelines and Specifications for Flood Hazard Mapping Partners, April 2003	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
American Congress on Surveying and Mapping Procedures	X		X	X	X											
Global Positioning System (GPS) Surveys: National Geodetic Survey (NGS-510), "Guidelines for Establishing GPS-Derived Ellipsoid Heights," November 1997	X		X	X	X											
Engineer Manual 1110-1-1000, Photogrammetric Mapping (USACE), July 1, 2002	X		X	X	X											
Engineer Manual 1110-2-1003, Hydrographic Surveys (USACE), January 1, 2002	X		X													
"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003	X					X	X	X	X							
Content Standard for Digital Geospatial Metadata (Federal Geographic Data Committee), 1998	X	X		X	X					X	X	X	X	X	X	X
Document Control Procedures Manual, December 2000	X	X													X	X
44 Code of Federal Regulations Part 66 and 67		X														

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Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications

Activity Number	Activity Description	Applicable Volume, Section/Subsection and Appendix
1	Scoping	Appendix I, Scoping Report document attached in Appendix A to this Mapping Activity Statement
2	Outreach	44 Code of Federal Regulations Part 66 and 67
3	Field Surveys and Reconnaissance	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1) Appendix A, Sections A.4, A.5, A.6, A.7, and A.8 Appendix F, Section F.3 Appendices B, C, and M
4	Topographic Data Development	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1) Appendix A, Sections A.2, A.3, A.7, and A.8 Appendix M
5	Independent QA/QC Review of Topographic Data	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.1) Appendix A, Sections A.2, A.3, A.7 (specifically Subsection A.7.5), and A.8 (specifically Subsection A.8.6) Appendix M
6	Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4) Appendix A, Section A.4 Appendix C, Sections C.1 and C.7 Appendices E, F, G, H, and M

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (Cont'd)

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
7	Independent QA/QC Review of Hydrologic Analyses	Volume I, Section 1.4 (specifically Subsection 1.4.1) Appendix A, Section A.4 Appendix C, Section C.2 Appendices E, F, G, H, and M Appendix A, Section A.4 Appendices B, D, and M
8	Hydraulic Analyses	Volume I, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4) Appendix A, Section A.4 (specifically Subsection A.4.7) Appendix C, Sections C.3 and C.7 Appendices B, E, F, G, H, and M
9	Independent QA/QC Review of Hydraulic Analyses	Volume I, Section 1.4 (specifically Subsection 1.4.1) Appendix A, Section A.4 (specifically Subsection A.4.7) Appendix C, Section C.5 Appendices B, E, F, G, H, and M
10	Floodplain Mapping (Detailed Riverine)	Volume I, Section 1.4 (specifically Subsection 1.4.2.3) Appendix C, Sections C. 4 and C.6 Appendix D, Sections D.2 (specifically Subsection D.2.7) and D.3 (specifically Subsection D.3.7) Appendices E, F, G, H, K, L, and M
10A	Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	Volume I, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.3) Appendix C, Section C.6 (specifically Subsection C.6.1.3) Appendices K, L, and M

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
10B	Floodplain Mapping (Refinement or Creation of Zone A)	Volume 1, Section 1.4 (specifically Subsection 1.4.2.3) Appendix C, Sections C.4 and C.6 Appendices K, L, and M
11	Independent QA/QC Review of Floodplain Mapping (Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.3) Appendix C, Sections C.4 and C.6 Appendix D, Sections D.2 (specifically Subsection D.2.7) and D.3 (specifically Subsection D.3.7) Appendices E, F, G, H, K, L, and M
12	Base Map Acquisition and Preparation	Volume 1, Section 1.3 (specifically Subsection 1.3.1.8) and 1.4 (specifically Subsections 1.4.3.1 and 1.4.3.2) Appendix A, Section A.1 (specifically Subsection A.1.1)
13	DFIRM Production (Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendices K, L, and M
13A	Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendices K, L, and M
14	DFIRM Production (Merging Revised and Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3 and 1.4.3.3) Appendices K, L, and M
14A	DFIRM Production (Application of FEMA Graphics and Database Specifications)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3, 1.4.3.3, 1.4.3.9, and 1.4.3.10) Appendices K, L, and M
14B	Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3, 1.4.3.3, 1.4.3.9, and 1.4.3.10) Appendices K, L, and M
15	Preliminary DFIRM and FIS Report Distribution	Volume 1, Sections 1.4 (specifically Subsections 1.4.2 and 1.4.3) and 1.5 (specifically Subsection 1.5.1)

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Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
		Appendices J, K, L, and M
16	Post-Preliminary Processing	Volume 1, Section 1.5 (specifically Subsection 1.5.2) Appendices J, K, L, and M

SECTION 6—SCHEDULE

The activities documented in this MAS shall be completed in accordance with the project schedule below. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

Activities	RESPONSIBLE PARTNER(S)	DATE DUE
Activity 1 – Scoping	FEMA, SWFWMD & SFWMD	12/2005
Activity 2 – Outreach	FEMA, SWFWMD & SFWMD	5/2008
Activity 3 – Field Surveys and Reconnaissance	SWFWMD & SFWMD	5/2006
Activity 4 – Topographic Data Development	SWFWMD & SFWMD	NA
Activity 5 – Independent QA/QC Review of Topographic Data	SWFWMD & SFWMD	2/2006
Activity 6 –Hydrologic Analyses	SWFWMD & SFWMD	9/2006
Activity 7–Independent QA/QC Review of Hydrologic Analyses	FEMA, SWFWMD & SFWMD	9/2006
Activity 8 – Hydraulic Analyses	SWFWMD & SFWMD	9/2006
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	FEMA, SWFWMD & SFWMD	9/2006
Activity 10 – Floodplain Delineation (Detailed Study)	SWFWMD (10, 10A & 10B) & SFWMD (10A&10B)	11/2006
Activity 10A – Floodplain Delineation (Redelineation Using Effective Flood Profiles and Updated Topographic Data)		10/2006
Activity 10B – Floodplain Delineation (Refinement or Creation of SFHA (Zone A))		10/2006

Activities	RESPONSIBLE PARTNER(S)	DATE DUE
Activity 11 – Independent QA/QC Review of Floodplain Delineation (Revised Areas)	FEMA, SWFWMD & SFWMD	12/2006
Activity 12 – Base Map Acquisition	SWFWMD & SFWMD	4/2006
Activity 13 – DFIRM Production (Non-Revised Areas)	SWFWMD & SFWMD	7/2006
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	FEMA, SWFWMD & SFWMD	8/2006
Activity 14 – DFIRM Production (Merge Revised and Non-Revised Information)	SWFWMD	01/2007
Activity 14A – Application of DFIRM Graphic and Database Specifications	SWFWMD	02/2007
Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications	FEMA, SWFWMD & SFWMD	03/2007
Activity 15 – Preliminary DFIRM and FIS Report Distribution	FEMA, SWFWMD & SFWMD	4/2007
Activity 16 – Post-Preliminary Processing	FEMA, SWFWMD & SFWMD	4/2008

SECTION 7—CERTIFICATIONS

Activity 3 (Field Surveys and Reconnaissance) and Activity 4 (Topographic Data Development)

A Registered Professional Engineer or Licensed Land Surveyor shall certify topographic data, in accordance with 44 CFR 65.5(c). Certification of topographic data by the American Society for Photogrammetry and Remote Sensing is also acceptable.

Activity 6 (Hydrologic Analyses), Activity 8 (Hydraulic Analyses), Activity 10 (Floodplain Delineation– Detailed Study), Activity 10A (Floodplain Delineation {Redelineation Using

Effective Flood Profiles and Updated Topographic Data}}, and Activity 10B (Floodplain Delineation {Refinement or Creation of SFHA (Zone A)})

- A Registered Professional Engineer shall certify hydrologic and hydraulic analyses and data in accordance with 44 CFR 65.6(f).
- A Registered Professional Engineer or Licensed Land Surveyor shall certify topographic information in accordance with 44 CFR 65.5(c).
- Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10(e) in addition to subsequent FEMA guidance via procedure memoranda.

Activity 10 (Floodplain Delineation– Detailed Study), Activity 10A (Floodplain Delineation {Redelineation Using Effective Flood Profiles and Updated Topographic Data}), and Activity 10B (Floodplain Delineation {Refinement or Creation of SFHA (Zone A)}), Activity 11 (Independent QA/QC Review of Floodplain Delineations {Revised Areas}), Activity 13 (DFIRM Production {Non-Revised Areas}), Activity 14 (DFIRM Production {Merging Revised and Non-Revised Information}), and Activity 14A (DFIRM Production {Application of FEMA Graphics and Database Specifications})

The DFIRM metadata files shall include a description of the horizontal and vertical accuracy of the DFIRM base map and floodplain information.

Activity 12 (Base Map Acquisition and Preparation)

- A community official or responsible party shall provide written certification that the digital data meet FEMA minimum standards and specifications.
- The responsible Mapping Partner shall provide documentation that the digital base map can be used by FEMA. Please note that uploading base map data to the MIP does not constitute agreement that the digital base map can be used by FEMA. Documentation that the digital base map can be used by FEMA will still be required.

Certifications must be made at the time the intermediate data is submitted. For example, if hydrologic data is submitted, certification will be required at the time it is submitted.

SECTION 8—TECHNICAL ASSISTANCE AND RESOURCES

Project Team members may obtain copies of FEMA-issued LOMCs, archived engineering backup data, and data collected as part of the Mapping Needs Assessment Process from the NSP through your Regional Project Officer in a timely manner.

General technical and programmatic information, such as FEMA 265 and the Quick-2 computer program, can be downloaded from the FEMA Web site (<http://www.fema.gov/fhm/>). Specific technical and programmatic support may be provided through the NSP; such assistance should be requested through the FEMA Project Officer specified in Section 12 of this MAS.

Project Team members also may consult with the FEMA Regional Project Officer to request support in the areas of selection of data sources, digital data accuracy standards, assessment of vertical data accuracy, data collection methods or subcontractors, and GIS-based engineering and modeling training.

SECTION 9—CONTRACTORS

SWFWMD and SFWMD may use the services of their contractors for this Project. SWFWMD and SFWMD shall ensure that the procurement for all contractors used for this Project complies with the requirements of 44 CFR 13.36.

Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office Web site at http://www.access.gpo.gov/nara/cfr/waisidx_04/44cfr13_04.html.

SECTION 10—REPORTING

FINANCIAL REPORTING:

Because funding has been provided to SWFWMD and will be provided to SFWMD by FEMA, financial reporting requirements for SWFWMD and SFWMD will be in accordance with Cooperative Agreement Articles V and VI.

SWFWMD and SFWMD shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this Mapping Activity Statement.

STATUS REPORTING:

Status reports will be submitted on a quarterly basis in accordance with the financial reporting submittals. At a minimum these reports will include a summary of the work as outlined in the Cooperative Technical Partner (CTP)/Map Modernization Project Quarterly Report located in Appendix B of this Mapping Activity Statement. The Project Officer, as needed, may request additional information on status.

SWFWMD and SFWMD may meet with the NSP and/or FEMA more frequently (up to bi-weekly if needed) to review the progress of the project in addition to the quarterly financial and status submittals. These meetings will alternate between FEMA's Regional Office, the SWFWMD and SFWMD offices and conference calls as necessary.

Section 11—PROJECT COORDINATION

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and videoconferences with FEMA and other Project Team members as necessary;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis, as required;
- Updates to the MIP, if available, and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners*; and

- E-mail, facsimile transmissions, and letters, as required.

SECTION 12—POINTS OF CONTACT

The points of contact for this Project are Laura Algeo, the FEMA Regional Project Officer; Dawn Turner, SWFWMD Project Manager; and Angela Prymas, SFWMD Project Manager; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional assistance of FEMA should be requested through the FEMA Regional Project Officer.

Each party has caused this MAS to be executed by its duly authorized representative.

David L. Moore

David L. Moore
Executive Director
Southwest Florida Water Management District

12-2-05

Date

Carol Ann Wehle

Carol Ann Wehle
Executive Director
South Florida Water Management District

1/4/06

Date

Laura Algeo

Laura Algeo
Regional Project Officer
Federal Emergency Management Agency, Region 4

2/6/06

Date

LEGAL FORM APPROVED
SEWMD OFFICE OF COUNSEL
BY Mr. S. Barlow DATE 12/1/05

DISTRICT APPROVAL	INITIALS	DATE
LEGAL	MBM	11/18/05
RISK MGMT	N/A	
CONTRACTS	ALH	11/23/05
RM DEPT DIR	WLO	11/23/05
DEPUTY EXEC DIR	SW	11-29-05
GOVERNING BOARD		N/A ALH